

# Municipal Office Space Lease Termination Notice

Date: [Insert Date]

[Your Name]

[Your Position]

[Municipal Office Name]

[Office Address]

[City, State, Zip Code]

[Tenant's Name]

[Tenant's Company Name]

[Tenant's Address]

[City, State, Zip Code]

## **Subject: Termination of Lease Agreement**

Dear [Tenant's Name],

This notice serves to inform you that the lease agreement between [Municipal Office Name] and [Tenant's Company Name] for the office space located at [Office Address] will be terminated effective [Termination Date].

In accordance with the terms stated in the lease agreement, we are providing you with [Number of Days] days' notice of termination. Please ensure that all personal and business property is removed from the premises by the termination date.

Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Municipal Office Name]